

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners Special Meeting Minutes  
**Date | Time:** Wednesday, July 24<sup>th</sup>, 2013; 9:00 a.m.  
**Place:** Newport, NH – County Administration Building, 1<sup>st</sup> Floor  
Commissioners Conference Room, 14 Main Street, 03773

**Attendees:** Commissioners Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk, Greg Chanis – County Manager, Sharron King – Registrar of Deeds, John Cressy – Facilities & Operation Director, Ted Purdy – Sullivan County Health Care Administrator, Jessica Rosman – Public Health Network Coordinator, Peter Farrand – Human Resource Director, Carl Weber – NH Primex and Sharon Callum – Administrative Assistant | Minute Taker.

**9:00** The Chair, Jeff Barrette, opened the meeting. Greg Chanis led all in the *Pledge of Allegiance*.

### **Agenda Item No. 1. Commissioners Report**

#### Agenda Item No. 1.a. County Manager Replacement – Transition Update

Commissioner Barrette noted their main focus at today's meeting was to discuss how things move forward, go through a time line and plan with Mr. Weber the process.

#### Update on 7/22/13 Unity Select Board Meeting County Attended

Barrette noted all Commissioners attended the July 22<sup>nd</sup> Town of Unity Select Board meeting, to discuss the potential Unity land purchase. The town expressed they were happy to see the County had a Purchase & Sale Agreement and expressed no questions or qualms about the transaction. Jarvis noted Barrette '*did an excellent job*' presenting at the Select Board meeting. The Delegation Public Hearing for the supplemental appropriation request to purchase the property is scheduled for Thu., Aug 8<sup>th</sup> @ 7PM in Unity. Chanis noted they would vote on August 13<sup>th</sup>, or, if little or no objection is heard, Delegates could vote that evening; Attorney Hathaway is POC for tying up the title work if they approve the purchase.

#### Appointments for Projects in Light of County Manager Leaving

Barrette was appointed biomass project and any day-to-day general questions POC.

Nelson was appointed POC on signing off on any necessary documents when in town. It was recommended they appoint a financial officer | agent, also.

**9:08 Motion: for one of commissioners, Ben Nelson, to act as the Chief Financial Officer | Fiscal Agent of the County. Made by: Jarvis. Seconded by: Barrette. Voice vote: All in favor.**

#### Agenda Item No. 1.b. Review & Ratify Natural Resource Director Job Description

A job description for *Natural Resource Director*, was presented [Appendix A.1-]. Mr. Chanis noted this would update Chute's position to reflect a more accurate description of his duties; when compared to the current description, it adds #1, and leaves #2-#7 the same; there are changes in minimum qualifications, job environment, and essential functions. Chanis confirmed the Natural Resource Director reports directly to the County Manager and Commissioners, not to the advisory board.

**9:11 Motion: we accept the updated job description, for Natural Resource Director, as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Agenda Item No. 1.c. Review & Ratify updates to County Organizational Chart

A copy of the current organizational chart and the proposed organizational chart were distributed. New updates include:

1. "Conservation District" changed to "Natural Resources" with two boxes beneath for "County Lands" and "Conservation District",
2. Under Human Resources (HR) - "Payroll" should show directly supervised by the HR Director, and
3. Housekeeping & Laundry should be combined, with that, and Central Purchasing under the supervision of the SCHC Administrator.

**9:15 Motion: to ratify the updated organizational chart as presented. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor. [Appendix B; shows approved organizational chart]**

Agenda Item No. 1.e.a Any New Business: Appointment to FY13 NHAC County Awards Committee

Barrette will serve on the NHAC County Awards Committee, with Nelson as alternate.

Agenda Item No. 1.e.b. Draft Letter to Town of Unity for New Address Number for Sanders Building

A draft letter to Unity Town Select Board, which requested a number assigned to the County's Sanders Building, in order to help create a separate identity from the nursing home and jail, allow mail to be sent directly to the offices within, and help visitors more easily locate the building on the campus, was reviewed. Mr. Chute spoke to Claremont Post Office regarding this, they noted he should send the request to the town select board. If approved, they'd install a new mail box in front of the Sanders Building and Chute would take the lead. A brief discussion commenced on whether to do this with other buildings, i.e. biomass and Ahern building. It was decided to pursue a new number for just the Sanders building. [Appendix C; copy of originally sent July 26<sup>th</sup>]

**9:26 Motion: to approve the letter to Unity Select Board requesting an additional address at the Unity complex and authorizing the Chair to sign the letter. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**Agenda Item No. 2. NH Primex Update, Carl Weber**

A document titled "*Center for Public Sector Advancement: Recruitment and Selection Support, Sullivan County, County Manager*" was distributed [Appendix D.1-2]. Mr. Weber noted he was there to review the *Scope of Service*, how they can assist the County as they search for a replacement for the County Manager position, and that they were here to facilitate the process. He discussed the County holding a 2-3 hour session to decide what they will be looking for in the person taking on the position and issues facing the County. They will compile a report that they will refer back to throughout the process - that report will help guide them on how to write and place the ad. In the selection phase Primex will provide training or forms and have the Board complete an on-line survey assessment. They'll have the candidates participate in exercises to assess what drives them to do things, this gives the County and Primex another objective look as they decide on candidates. He



anticipates prospective candidates attending a couple interviews. They anticipate this entire process, until a new County Manager comes on board, to be approximately four to six months - it's important to not delay, keep on task, as, if they drift, they'll lose their best candidates. A brief discussion commenced on the size of interview panels to use and when. Weber noted if they were to use people that reported to the County Manager in this process, to use them in the first panel. He recommended the Board decide on the date to hold the facilitation meeting and to place ads at the ICMA and LinkedIn. Weber recommended holding a goal setting session with the new candidate during the transition phase, then do a follow up as it's crucial to make sure they are working on their goals - it lays the foundation of what the Board wants them to work on. He noted, the new manager would appreciate that getting out of the gate; you want the right fit for you and where you want them to go. A brief discussed commenced on the cost, which was listed in the document distributed. The Board scheduled the identification meeting for 11:30, August 5<sup>th</sup> at Unity Ahern Building - those invited would be: department heads, commissioners, Delegation Chair and EFC.

9:55 Mr. Weber left the meeting.

### **Agenda Item No. 3. Public Participation**

Sharron King noted, "Mr. Chanis has come a very long way. I don't want to see this man go. He has worked very hard with a great deal of consciousness and respect to bridge gaps the county had between department heads, full time officials, delegation and EFC and brought this to complete circle. It's going so well and smoothly and I hope this committee you bring together will look towards those personalities."

10:00 Ms. King, Mr. Farrand and Mr. Chanis left the room

### **Agenda Item No. 4. Meeting Minutes Review**

Monday July 15<sup>th</sup> 8:00 a.m. Executive Session Minutes

**10:01 Motion: to approve the July 15<sup>th</sup> 8:00 a.m. Executive Session minutes and release them. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

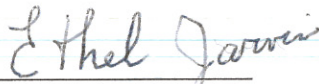
Monday July 15<sup>th</sup> 8:20 a.m. Executive Session Minutes

**10:02 Motion: to approve and release the July 15<sup>th</sup> 8:20 a.m. Executive Session minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**10:02 Motion: to go into an executive session regarding a personnel issue. Made by: Nelson. Seconded by: Jarvis. Roll call vote taken and carried with all voting in favor. Those in Executive Session were only the three County Commissioners. Everyone else left the room.**

**10:24 The meeting adjourned.**

Respectfully submitted,

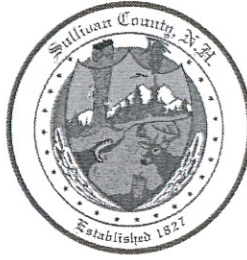
  
Ethel Jarvis, Clerk

Board of Commissioners

EJ/sjc

Date minutes approved:

9-12-13



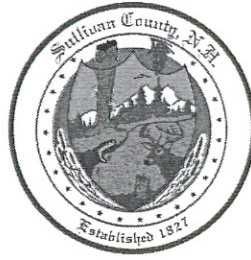
**Wednesday July 24<sup>th</sup> 2013, 9:00 AM**

Sullivan County NH, Board of Commissioners

**Special Meeting  
NOTICE & Revised AGENDA**

**Location: Newport Remington Woodhull County Complex**  
14 Main Street, Newport NH 03773

- |                    |    |   |
|--------------------|----|---|
| 9:00 AM – 9:30 AM  | 1. | Commissioners Reports   |
|                    | a. | County Manager Replacement-Transition Update                                    |
|                    | b. | Review & Ratify Natural Resource Director Job Description                       |
|                    | c. | Review & Ratify Updates to County Organizational Chart                          |
|                    | d. | Any Old Business  |
|                    | e. | Any New Business  |
|                    | a. | Appointment to FY13 NHAC County Awards Committee (1 <sup>st</sup> meeting Sept) |
|                    | b. | Draft Letter to Town of Unity for new address number for Sanders Building       |
| 9:30 AM – 10:00 AM | 2. | NH Primex Update, <i>Carl Weber</i>   |
| 10:00AM – 10:15AM  | 3. | Public Participation  |
| 10:15AM – 10:20AM  | 4. | Meeting Minutes Review  |
| 10:20AM            | 5. | Adjourn meeting   |



*Upcoming Events / Meetings*

**Aug 2<sup>nd</sup> Fri.**

**NHAC Executive Committee Meeting**

**Time: 10:00 AM**

Place: Concord, NH – Primex Building

**Aug 2<sup>nd</sup> Fri.**

**Sullivan County Conservation District Committee Meeting**

**Time: 2:00 PM**

Place: Unity, NH – 5 Nursing Home Drive, Ahern Building, 03743.

**Aug 5<sup>th</sup> Mon.**

**County Commissioners Regular Business Meeting**

**Time: 3:00 PM**

Place: Newport, NH – County Administration Building, 14 Main Street, Commissioners Conference Room – 1<sup>st</sup> Floor

**Aug 19<sup>th</sup> Mon.**

**County Commissioners Regular Business Meeting**

**Time: 3:00 PM**

Place: Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room – 1<sup>st</sup> Floor



Sullivan County, New Hampshire

**Position Title:** Director of Natural Resources

**Statement of Duties**

This position manages Sullivan County lands and administers county conservation programs, seeking to preserve and enhance county natural resources through management, landowner assistance, and educational outreach.

**Position Functions**

*Essential Functions*

1. Manage county-owned lands (forests, fields, wetlands, gardens, etc.), excluding infrastructure. Oversee and promote agricultural and recreational uses of county lands. Develop and maintain the orchards, gardens and planted landscapes at the county complex in Unity. Oversee timber, farm, and other leases that concern county lands. Work with UNH Cooperative Extension and others to coordinate educational opportunities on county lands.
2. Serve as District Manager of the Sullivan County Conservation District. Coordinate and administer District conservation programs, attend monthly board meetings, and represent the board at meetings as required. Provide administrative assistance to the USDA Natural Resources Conservation Service (NCRS) in accordance with the Memorandum of Understanding between the two agencies.
3. Coordinate the Conservation District annual meeting and other District sponsored workshops, educational forums, and meetings; coordinate county and state meetings for the New Hampshire Association of Conservation District and; develop educational displays for local fairs and agricultural events.
4. Maintain Conservation District financial records, process accounts payable and receivable, purchase all supplies, equipment and program materials, and develop financial reports; draft work plans, budgets, annual reports, quarterly newsletters for approval by the board; and present district records annually for the or other reports as approved by the board, and present district records as needed for the

Natural Resources  
Director of Natural Resources  
FLSA Exempt  
Grade 14 - 375  
7/2013

performance of independent audits.

5. Prepare and submit federal, state and local grant applications, and administer funded programs and projects in accordance with grant contracts.
6. Provide natural resource technical assistance and information to land users, schools, towns and other individuals and organizations in Sullivan County, including, but not limited to soils, water, plants, wildlife, and agriculture.
7. Perform all other duties as assigned.

### **Minimum Qualifications**

A candidate for this position should possess a Bachelor's degree in natural resource management, environmental sciences or business administration, and have specialized training in forestry, parks management, and/or land trusts, as well as soil sciences, conservation practices, plant and tree species and wildlife habitat. The incumbent should have a minimum of three (3) years prior professional experience.

A candidate for this class of position should have a working knowledge of interdisciplinary techniques, knowledge and experience in agriculture, forestry, forest ecology, landscaping, outdoor recreation, methods and principles used when working with soil and water conservation issues; knowledge of local, state, and federal programs and laws that affect soil and water conservation; knowledge of the roles of conservation districts, NCRS, and state soil conservation agencies in implementing local, state and federal programs; knowledge of basic financial management techniques and practices; knowledge of procedures for developing funding requests for local governments; and knowledge of the social and economic structure and conditions of Sullivan County.

A candidate for this class of position should have the ability to deal effectively with various local, state and federal agencies at various levels; to organize and plan work; the ability to effectively supervise subordinates; to lead discussion groups, to persuade or motivate groups, to identify and define goals and objectives; to perform with minimal day-to-day direction; to evaluate programs, ideas, and measures proposed to deal with soil and water conservation problems; and to manage the daily financial operations of the District.



### **Physical & Mental Requirements**

The incumbent works in a quiet office setting with outdoor work up to  $\frac{3}{4}$  of the time on a seasonal basis, with exposure to outdoor weather conditions. There is little risk of personal injury. Precautions should be taken to protect against Lyme disease, heat stroke and skin cancer. Physical demands generally involve climbing or balancing, stooping, kneeling, and crouching or crawling up to  $\frac{1}{2}$  of the time; and standing, walking, talking or listening/hearing, use of hands, and reaching with hands and arms more than  $\frac{1}{4}$  of the time. Frequently weight is lifted or force exerted up to 10 lbs.; occasionally weight is lifted or force exerted up to 60 lbs.; seldom is weight lifted or force exerted up to 100 lbs. There are normal vision requirements for this position. Equipment used may include an automobile, standard office machines, personal computers, and survey equipment, maps and wheel tape measures.

### **Job Environment**

Work at this level falls into a number of categories, principally of a specialized nature, some of which might be labeled as routine, but most of which are semi-complex, often calling for considerable analysis. The variety of conservation related matters calls for a high degree of specialized knowledge. While laws and guidelines are available and need to be observed, they do not cover all the situations to be faced on a regular basis. Hence, incumbent must exercise judgment, ingenuity and initiative in handling and resolving problems and situations. The nature and volume of work performed is subject to seasonal fluctuations that can be anticipated.

Errors made could result in delay or loss of service, monetary loss, or legal liability.

The incumbent has frequent contact with the public; other contacts are typically with the local conservation commissions, planners, planning boards, road agents, selectmen and environmental organizations, as well as other county personnel, state and federal agencies. Contacts occur in person, through use of the telephone and writing.

### **Supervision**

The incumbent works under the supervision of the County Manager as well as the general



Sullivan County, New Hampshire

direction of an appointed Board of Supervisors. The incumbent receives policy direction and specific work objectives to carry out, monthly. The incumbent performs regular work with a high degree of independence. Incumbent needs to observe and follow federal, state, and local laws, codes and regulations, as well as policies of the local board.

The incumbent does not have access to confidential records.

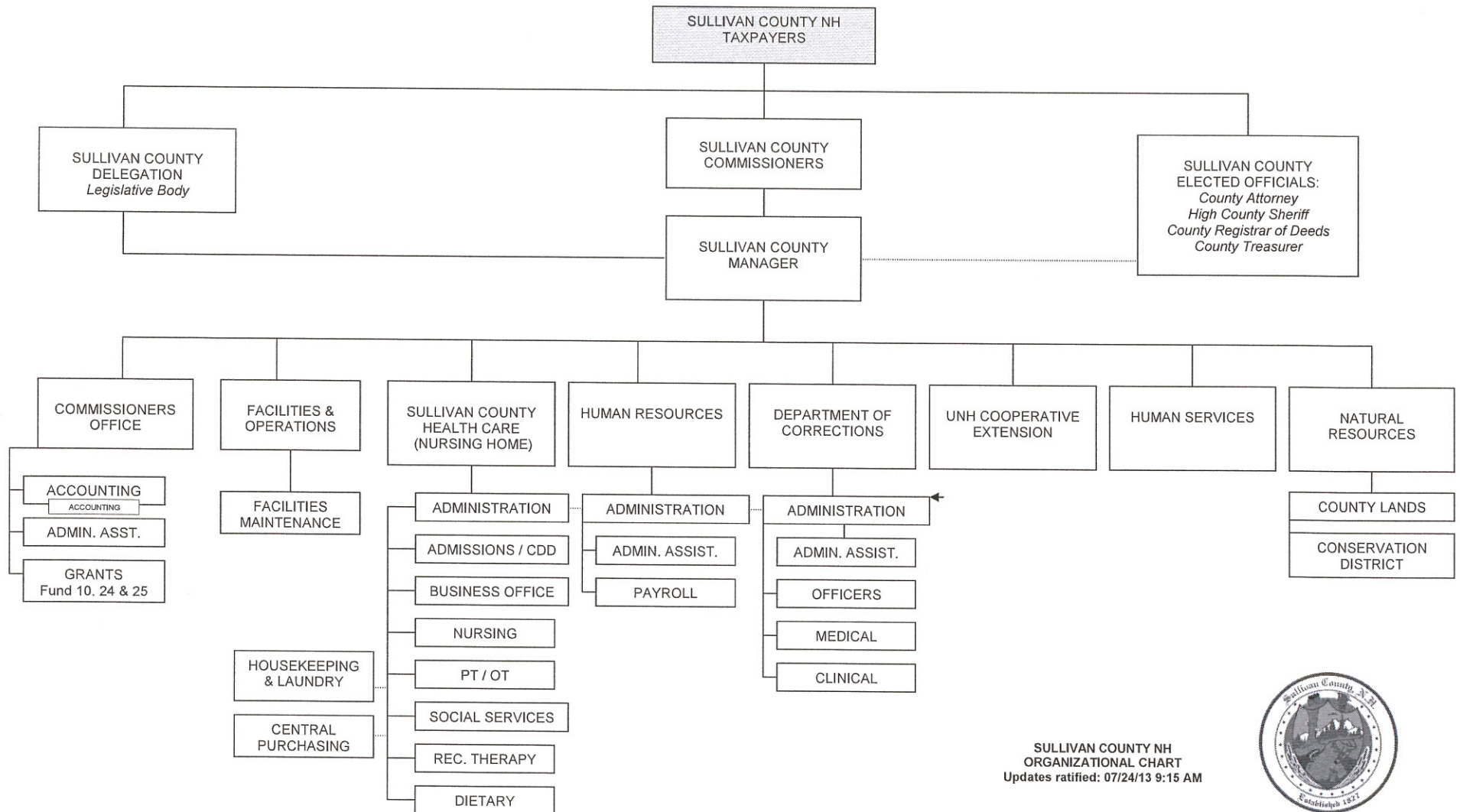
**I have read and understand the Job Description for the Director of Natural Resources.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed

\_\_\_\_\_  
Date



SULLIVAN COUNTY NH  
ORGANIZATIONAL CHART  
Updates ratified: 07/24/13 9:15 AM







# SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

July 26, 2013

**Commissioners Office**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

**County Administrator**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [manager@sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

**Dept. of Corrections**  
103 County Farm Rd.  
Claremont, NH 03743  
Tel. (603) 542-8717  
Fax. (603) 542-0239  
E-mail: [doc@sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

**Facilities & Operations Dept.**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 230  
Fax. (603) 542-2829  
E-mail: [facilities@sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

**Human Resources / Payroll**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext. 286  
Fax. (603) 542-9214  
E-mail: [humanresources@sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

**Human Services**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 210  
Fax. (603) 542-9214  
E-mail: [humanservices@sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

**Sullivan County Health Care**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511  
Fax. (603) 542-9214  
E-mail: [nursinghome@sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Unity Select Board  
13 Center Road  
Unity NH 03601

Dear Unity Select Board:

At the County Complex in Unity, in addition to the Sullivan County Health Care facility (SCHC - nursing home) and the Department of Corrections (DOC: Community Corrections Center and old jail), there is a large building named the **Sanders Building** that is attached to the SCHC facility and used for the following County services:

1. Natural Resources: County Lands and Conservation District,
2. Facilities and Operations, and
3. Various management staff.

To distinguish these services from those of the SCHC and DOC facilities, the County is requesting approval from the Unity Select Board to create a separate **County Farm Road** street number, specifically, a number lower than the DOC (the DOC is currently 103 County Farm Road).

A **County Farm Road** address for the Sanders Building will:

- Help create a separate identity from the SCHC and DOC,
- allow mail to be sent directly to the offices within the Sanders Building - via a new mailbox installed on the road, and
- help visitors locate the building on our campus more easily.

Claremont Post Office (our mail carrier) has confirmed they have no concerns regarding this proposed change.

Please feel free to contact the County Commissioners Office 863-2560, or Lionel Chute at 542-9511 Ext. 326, with any follow up inquiries. We look forward to hearing from you soon.

Respectfully,  
Sullivan County Board of Commissioners

*Jeffrey Barrette*

Jeffrey Barrette, Chair

## **Recruitment and Selection Support**

### **Sullivan County County Manager**

#### **Overview**

Primex<sup>3</sup> is pleased to submit the following scope of service designed to assist **Sullivan County** in the recruitment and selection of its next County Manager.

The services outlined below are comprised of three focal points which will support the County's process:

- 1) preparation;
- 2) selection;
- 3) transition.

As the County's risk management partner, it is a pleasure for Primex<sup>3</sup> to submit this scope of service. We understand as do you that the recruitment and selection process brings with it both great opportunity and risk. We hope to have the opportunity to work with Sullivan County in this critically important endeavor.

#### **Scope of Service**

The action steps which support the above-mentioned focal points of this process are as follows:

##### **1) PREPARATION**

###### **a. Introductory Meeting:**

Primex<sup>3</sup> will meet with the County Commissioners and any other elected officials/staff the County Commissioners feel appropriate to review the process, their respective roles in it and to set a

tentative schedule of the action steps which comprise this scope of service.

###### **b. Identification Meeting:**

Primex<sup>3</sup> will facilitate meeting(s) and conduct an exercise which will result in definition of the following:

- Critical issues the County and new County Manager will face
- Potential roadblocks to a smooth transition
- Essential skills necessary in the position
- Behaviors the County Commissioners seek in its next County Manager

###### **c. Summary:**

Primex<sup>3</sup> will prepare a summary of the items generated in the Identification Meeting(s) and will review that summary with the County Commissioners. This is a critical final step before undertaking the remaining components of this process.

##### **2) SELECTION**

###### **a. Initial Interviews:**

Primex<sup>3</sup> will assist in structuring an interview process which may include interview panels, hands on exercises and/or one on one interviews. Primex<sup>3</sup> will facilitate those panels (as needed), prepare questions and design a format in which all candidates



are consistently assessed. This round of interviews will result in the identification of finalists for the position.

**b. Behaviors and Motivators Assessment:**

Candidates will participate in an exercise which will assess their workplace behaviors. These results will be compared with the desired behaviors identified by the County Commissioners during the Identification Meeting portion of the process.

**c. Final Interview:**

Following a process similar to that in the Initial Interview, finalists will participate in the final interview phase. At the conclusion of this portion of the process, the County Commissioners will identify its first choice for the position.

## Cost

There is no cost to the County for the consulting work associated with this scope of service. If the Behavioral and Motivators Assessment is elected, the cost is \$40.00 per candidate and \$30.00 per benchmark participant.

### 3) TRANSITION

**a. Entry Planning Meeting:**

Primex<sup>3</sup> will facilitate discussions between the County Commissioners and new County Manager which will focus on first year goals for the County Manager, mutual aspirations for the County Commissioners/ County Manager relationship and establishing expectations needed to meet those aspirations.

**b. Follow Up:**

Primex<sup>3</sup> will facilitate a meeting with the County Commissioners and County Manager at the six (6) month point of his/ her employment to assist in assessing the extent to which the goals, expectations and aspirations identified in the Entry Planning Meeting have been met.